“Lipitalo, hupishwa – Things don’t just happen by accidents.”

Lipitalo, hupishwa is a Swahili saying that means, “Things don’t just happen by accident.” When I think of the improvements and projects completed by Administrative Services this Summer, this Swahili saying comes to mind.

All of these projects were completed within the Administrative Services Department, not by accident, but through the hard work, sacrifice, and intentionality. In addition, all of these projects were completed to aid our students, faculty, staff, and the overall campus community because as the Swahili saying goes, “Lipitalo, hupishwa”.

This Summer saw the completion of:

- **CTSS** updates to most of our classrooms, which provided state-of-art audio-visual hardware and collaborate learning software to our classrooms and labs.
- The **Business Office** fiscal, purchasing, and operational trainings that have helped the campus community.
- New facility updates to include signage, HVAC systems, roofing, and overall aesthetic updates by our **Operational, Custodial, and Grounds Departments**.
- A strategy to increase our **Events** space usage by our community partners which included:
  - Google
  - The Golden State Warriors
  - The San Jose Earthquakes
  - The Valdez Educational program
- More **Bond** projects than ever before:
  - Renovation of the Welcome Center/Lobby of the Student Services Building
  - Renovation of the Counseling Area in the Student Services Building
  - Renovation of the area formerly known of the Assessment Center
  - Renovation of the Student Life area in Gullo I
  - Renovation of the Associate Student Government space and conference room in Gullo I
  - ADA updates to PE Patio and all exterior sites around the Physical Education building
  - Phase I completion of the Campus Building Painting project

Administrative Services also wants to welcome several new faces to the team and get the campus familiar with these new faces.

Best,

Andrea Alexander
Vice President, Administrative Services
Campus Safety & Operations Updates

Lockdown/Safety for Campus—Update

- EVC has been working on a comprehensive lockdown procedure in the event of an emergency on campus. Viewing of these emergency locks was held in LETC September 30th through October 14th.

There will be more information coming as the District has decided to follow suit with EVC’s idea and is looking to institute this district wide.

Fiscal Services Department Updates & Announcements

Business Services Training

- The Business Office held their 1st Quarter Training in October which focused on Docusign with an emphasis on how to create a PAF, track the status of a PAF, and approve and delete a PAF within Docusign. Additional trainings will be held throughout the year.

Grounds Services Updates

- We are excited to announce that the new EVC Grounds Supervisor began on October 28th. Jose Hernandez received his B.S. in Industrial and Systems Engineering from San Jose State University. He has worked in horticulture with large wholesale nurseries and managing a wholesale distributor of agricultural and pest control products.

He now lives in Gilroy, CA with his wife and two kids. He enjoys spending his free time tending to his vegetable garden and propagating plants, fishing, nature walks, and learning new trades such as masonry and welding.
CTSS Department Updates

Campus Computer Refresh

The CTSS department recently completed a Bond Technology Project computer refresh which included the replacement of 40 desktops in the Nursing Computer Lab, 40 desktops in the March & Science Computer Lab, 20 desktops for Instructors Classrooms upgrades, and 50 desktops for Faculty & Staff offices replacing obsolete equipment.

New CTSS Employees

Jimmy Luong - System Administrator
Jimmy has been an IT professional for over 12 years. He is a Cal Poly Mustang, having completed his BS in Computer Engineering. A Bay Area resident for 30 years, he currently lives near EVC with his wife, Rachel, and 15-month old daughter, Kalani.

Alex Zamora - IT Support Specialist II
Alex has been working in education since 1994, and prior to working at EVC he worked at Gavilan College for 11 years. His love for tech and helping students led him to CSUMB where he earned his BS in Computer Science. He is looking forward to working at EVC.

Custodial Department Updates

New Custodial Employee

Julio Chavez - EVC Custodian
Julio has over five years experience as a custodian and is looking forward to growing as part of the EVC family. He enjoys spending his free time with family and friends and getting together with them for friendly soccer games.
Facilities Updates

**PE Patio & ADA Updates**

The PE Patio & ADA Updates project is complete. This project included upgrades to pathways, railings, grading, charging stations, and installation of additional lighting for ADA and safety purposes.

**Before** | **After**
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**Campus Painting Project**

The Campus Painting Project is underway. Phase one has been completed and phase two is nearly finished. The third phase (Acacia, VPA-A, VPA-B, and LETC) will begin in the spring semester.

**Phase One : Cedro, Sequoia, Observatory**

**Phase Two : Student Services, A&R, Gullo II**
Facilities Updates (continued)

**Welcome Center & Counseling Platform**

The Student Services Welcome Center and Counseling Platform has been remodeled to include new flooring, paint, furniture, and a digital directory.

**Gullo I — Second Floor**

The Gullo I second floor remodel project is now complete and has been re-opened. This area received new flooring, paint, furniture, lighting, and technology.

**Charging Stations**

Complementary charging stations have been installed around campus and are fully operational. Instructions for use are on the EVC website at: www.evc.edu/discover-evc/administrative-services